

A Note to Users of this Manual:

The LOCET is used by four distinct groups of persons, each which have specific functions and each which require knowledge of specific aspects of its use.

OAAS employees act both as reviewers of substantive information submitted on LOCET and as data entry personnel in transcribing information from LOCET into the TeleSys system. They also act as points of reference for **Nursing Facility staff throughout Louisiana** who might call and ask for guidance in completion of the LOCET for an individual client. Hence, OAAS employees require knowledge of all aspects of the LOCET's use.

Within the group of OAAS employees, there are two sub-groups: persons who **process HCBS waiver requests, and persons who process Nursing Facility admissions**. Each of these sub-groups again has specific functions and each requires knowledge of LOCET's use.

Additionally, there are **contracted agencies** which utilize LOCET and require extensive knowledge about its use as well as its input into the TeleSys system. The focus of the agencies varies greatly from agency to agency, especially now that Support Coordination Agencies are online and use the Client Face Sheet in connection with their use of the MDS-HC.

Writing and organizing one manual which would serve all of the required purposes, with still maintaining some degree of simplicity, has been a challenge.

It is hoped that the presentation of this information will serve the users while at the same time afford clarity of applicability, regardless of which group (above) the reader is a member. By necessity, the resultant document will be published as two distinct versions: **LOCET User Manual for Nursing Facilities** and **LOCET User Manual for System Users**.

The former is an abbreviated version, with non-applicable policy references omitted (e.g., Imminent Risk of Nursing Facility Placement), and screen shots of the LOCET Hardcopy for Nursing Facilities (OAAS PF-06-010) where screen shots are provided. The latter is an all-encompassing manual which includes marginal designations as shown on the left, which indicate that the line(s) of text immediately to the right of the designator do not appear in the **LOCET User Manual for Nursing Facilities**. For instance, the first marginal designator on this page lies beside two lines of text. It would indicate that the complete sentence(s) contained on those lines and any additional partial line would not appear in the Nursing Facility version of this manual. The reader then can deduce that the sentence, "They also act as points of reference for **Nursing Facility staff throughout Louisiana** who might call and ask for guidance in completion of the LOCET for an individual client," will not appear in the **LOCET User Manual for Nursing Facilities**. The second marginal designator lies beside six lines of text, and will indicate that the sentences "The latter will be an all-encompassing manual which includes marginal designations as

LOCET User Manual for System Users

OAAS State Office

Issue Date 11/30/2009

READER'S KEY: Lines of text marked with a marginal designator in the left margin do not appear in the **LOCET User Manual for Nursing Facilities**.

All prior versions are obsolete

shown on the left, which indicate that the line(s) of text immediately to the right of the designator do not appear in the LOCET User Manual for Nursing Facilities. For instance, the first marginal designator on this page lies beside two lines of text. It would indicate that the complete sentence(s) contained on those lines and any additional partial line would not appear in the Nursing Facility version of this manual,” would not appear in the LOCET User Manual for Nursing Facilities.

The footer on each page of the LOCET User Manual for System Users has a “Reader’s Key” indicating what the marginal designators indicate.

In the LOCET User Manual for Nursing Facilities, screen shots of the actual LOCET Hardcopy for Nursing Facilities (OAAS PF-06-010) are used. Because of this difference, and because the System User version is more detailed, the pagination of the LOCET User Manual for Nursing Facilities and the LOCET User Manual for System Users will differ in some areas. To alert the reader of these differences, the following symbol is placed on pages where these differences occur.



See Appendix A for **Nursing Facility User Instructions** relative to subject matter explained on this page.

The pages corresponding to this information are found in Appendix A.

The sections which contain screen shots depicting the LOCET Hardcopy for Nursing Facilities (OAAS PF-06-010) are placed in an appendix within the LOCET User Manual for System Users version. This allows for the body of the LOCET User Manual for System Users to contain the screen shots which pertain to the document they use: the actual Client Face Sheet and LOCET from TeleSys.

It is hoped that this manual will serve as a foundation for future revisions which will be simpler and easier to maneuver.

JJS—01/13/09 updated 10/11/09

LOCET User Manual for System Users

OAAS State Office

Issue Date 11/30/2009

READER’S KEY: Lines of text marked with a marginal designator in the left margin do not appear in the LOCET User Manual for Nursing Facilities.



All prior versions are obsolete